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5 April 1965

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MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations 1-31 Mar 1965

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 55,615 items broken down as follows:

CIA IN cables	22,761
CIA OUT cables	8,843
Miscellaneous	4,582
Non-CIA	<u>19,429</u>
Total work units	55,615

b. CIA IN and OUT cables totaled 33,132 cables for the period January-March 1965, up 3% compared to the same period 1964, but up 13% for the same period in 1963.

c. Non-CIA cables for January-March 1965 totaled 52,599, an increase of 7,275 or 16% over 1964 and 8,224 or 18.5% higher than the same period of 1963. Note that the number of non-CIA cables nearly equals the number of CIA incoming cables.

d. 2,514 cables or 5% of all cables processed were furnished to the Director as compared to 1,813 or 4% for February 1965. The military traffic concerning air matters in Vietnam and Laos accounted for approximately 600 or 25% of the Director's traffic. I anticipate that the number of cables concerning military operations, particularly air, will rise, and I hope that at some point we can cut the DCI out, except for selected items. Considering the piece-meal type of information and the nature of it, I can't see a continued need for DCI on dissemination.

e. Work units totaled 148,807 for the January-March 1965 period, up 7% over the same period of 1964. During March we completed more items than in any prior month. The Cable Secretariat did a daily average of 1,794 items each 24 hours including Saturdays and Sundays. We had a high of 2,483 cables in 24 hours.

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## 2. Personnel

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b. On March 24, on behalf of the Suggestion Awards Committee, I made two awards. The first was to [ ] for \$110 for her suggestion regarding the reproduction of two messages on one master on the 914 Xerox Machine. This was in addition to the \$125 she received in July 1964 for the same suggestion.

[ ] was awarded \$140 for his suggestion that the Cable Secretariat furnish a mat to Signal Center for service messages. At the same time we saw a very fine movie on management.

## 3. General

a. Effective 29 March 1965 the Cable Secretariat started reproducing incoming cables, including the action copy, on white paper. Outgoing cables will continue to be printed on pink paper. The past practice of using colored paper was not efficient, slowed us down and cost us money. We were using pink for outgoing cables, white for incoming, yellow for action, blue for RI, green for RI, pink for EXDIS cable cover sheet, and even a sanitized (no text) white copy for sensitive copies for RI. This necessitated unloading, reloading, and hand-feeding of paper, all of which are incompatible with the best utilization of expensive, high speed reproduction equipment. We believe that this new procedure of reproducing cables will be a significant time and money saver. DDP stated flatly that they could not concur or acquiesce in printing outgoing messages on white paper. I compromised in exchange for getting rid of the yellow action copy and the green and blue RI copies. I will now be able to utilize to advantage equipment designed for systems work. In this connection, we have concluded testing over a period of several months an A.B. Dick Offset Press and have decided that, while the equipment is good, it is not as satisfactory for our particular operation as Addressograph-Multigraph equipment. We are taking steps to dispose of the A.B. Dick equipment and to purchase A&M in order to achieve standardization of equipment. I am working toward the time when we will use only Addressograph-Multigraph equipment and supplies. This will make our job easier, I believe, and improve efficiency.

b. While the agreement was implemented in April, discussions were held in March with [ ] O/DDI, relative to having OCR/DD disseminate all Airgrams (less Roger Channel, per my decision) and documents on the premise that the Cable Secretariat should be processing non-CIA messages sent electrically, and OCR/DD those not sent electrically. The number of such items is very small, but it does represent a tidying-up of a situation.

3. c. During the month we had visitors from both State and Defense Departments. These were return visits to those we had made to their offices.

d. We concluded the planned familiarization tours in which the CSDO's each spent an entire shift with the SDO.

[Redacted]

Cable Secretary

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